



Logistics Plan for the Re-opening of St. Lassara's N.S.

Underlying Principles

- The school has a responsibility to make effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

Assumptions

- All children return to school and classes operate within a bubble system
- The day will include 1 x 20 minute and 1x 25 minute break.
- Within each class from Junior Infants to Sixth Class, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods
- Hand sanitiser will be available at all entry points and in all class and support rooms

Usual School Hours

9.15 a.m. – 2.00 p.m. (Junior and Senior Infants)

9.15 a.m. – 3.00 p.m. (First to Sixth Class)

It will not be possible for parents/guardians to come on to the school grounds before or after school. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before 9.15 a.m. Please keep the main gate and staff/bus carpark clear at all times. No parking in these areas.

Morning

Parents are asked to “drop and go” any time between 9.15 a.m. and 9.30 a.m. No parking allowed.

The main gate will be open to allow for social distancing.

The children will go directly to their classrooms on arrival.

Staff members will be available outside and inside the building to receive the children and help them to their classrooms.

The Infants will enter through the main entrance in the Junior building.

First/Second Class will enter through the outside door off the Tubbercurry side of the school.

Third/Fourth Class will enter through the Main door of the main building

Fifth/Sixth Class will enter through the fire exit of their classroom.

- We ask for co-operation with these times.
- Each class should line up at their designated point with social distancing observed.
- The class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.
- No adults, other than staff members, should enter the grounds.
- Messages for teachers can be sent by email stlassaranationalschool@gmail.com or by phoning the school office 071 9130350

End of School Day

2.00 p.m. Class teacher will bring the Junior and Senior Infants to the main school gate for collection by parents/minders.

3.00 p.m. Class teachers will bring their respective classes to the main gate, starting at 2.55 pm for 1st/2nd. Bus children will line up and board the bus in an orderly fashion, supervised by a teacher. Parents who walk to the main gate to collect children are asked to maintain social distance outside the school gate.

This system will apply hail, rain or shine so please make sure that your child comes prepared for the weather!

Summarised Timetable for Drop Off and Pick Up

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| 9.15 a.m. | All staff to be present to support the arrival of pupils |
| 9.15 a.m. – 9.30 a.m. | Arrival of pupils – Stop, Drop, Go system. No adults to enter the school yard. Children to go straight to their classrooms on arrival. |
| 2.00 p.m. | Class teacher walks with the infants to the main gate. Stop, pick up, go |
| 3.00 p.m. | All other classes walked to the main gate. Stop, pick up, go |

Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. We will have 2 breaks, 20 mins and 25 mins. Our Break and Lunchtimes will be staggered as follows:

Times	Infants – 2 nd class	3 rd – 6 th class
Breaktime	10.45 a.m.- 11.05 a.m.	11.05 – 11.25 a.m.
Lunchtime	12.40 p.m.- 1.05 p.m.	1.05p.m. -1.30p.m.
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Junior and Senior Infants and 1st/2nd classes will play at the front of the school in a shared space, separated by cones and a chain barrier; 3rd/4th classes will play at the front of the school and 5th/6th will play to the at the back of the school.

The children will exit and enter through their designated doors.

Children will not be allowed into the building during break and lunchtimes to allow the classrooms to be ventilated and sanitised.

This system will apply hail, rain or shine!

In exceptional circumstances where there is torrential rain during break times, classes may shelter in the Chalet for half of the break. Respective Teachers will organise timing, etc.

Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, prior notice should be given to the Principal. The following arrangements will apply

- When the adult arrives at the school, they should phone the office to let the school know that they have arrived
- The child will be brought from their class to the adult by a member of staff
- The adult who is collecting will be asked to sign the child out
- No adult should enter the school building, unless invited to do so

Yard Supervision/First Aid Rota

Rotas for both will be organised accordingly. Children will not be allowed into the building during break times.

As our staff are divided into teams, the staff member on break should check in with staff members on duty re toilet/tea break.

Changes to Classroom and School Layout.

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles i.e. each classroom is a class bubble. A Class Bubble is a grouping which stays apart from other class bubbles as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

ALL classrooms will be divided into pods. Each pod will have between 3 – 6 pupils and will be at least 1 metre apart where possible.

All unnecessary furniture/resources will be removed from classrooms to create as much space as possible.

Use of Toys/Concrete Materials/Manipulatives

The use of concrete materials and manipulatives is important in the teaching of maths/science in particular. This is particularly relevant in the younger classes.

Only toys/concrete materials/manipulatives which can be washed will be used. In classrooms where these are used, each pod will be allocated a box of toys/concrete materials/manipulatives, these will not be shared with other pods.

Relevant class teachers are responsible for washing these every evening.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (SET and SNA) can rotate between areas/classes but this will be minimised where possible. When rotation occurs, agreed sanitisation routines will be observed.

Learning support classes will now take place in the Library.

In keeping with our Special Education Policy, learning support will be provided by a blended approach of in-class support and withdrawal. However, whole classes who are supported by in-class support will now be withdrawn, these classes will take place in the Library.

The tables and chairs will be sanitised by the SET between different groups.

Where children who are in different pods and attend learning support, social distancing of 1 metre will be maintained between each child in the group.

The Special Education Teacher will collect the children from the classroom.

Assemblies

School Assemblies will be held outside when necessary.

Corridors

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

We will use a practice of keeping to the right when in the corridors. Arrows will be placed on the floors to highlight this.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways. Cloakrooms will not be used.

While we will be delighted to see each other again, hand shaking and hugging will not be allowed.

Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with common surfaces and to enhance ventilation.

To ensure that classrooms are well ventilated, windows will be kept open for ventilation.

Please pull back blinds to protect them from the wind and to avoid breakages.

Cloakrooms and Toilets

The Infant classes will use their own toilets.

1st/2nd classes - boys will use the boys toilet, girls will use the small toilet beside the secretary's office.

3rd/4th classes – boys and girls will use what were the girls' toilets. Middle cubicle will be blocked off, doors clearly marked Boys/Girls.

Lunches

All lunchboxes and drink bottles should be clearly labelled and should be washed thoroughly every evening. Please make sure that children bring their lunches to school to avoid adults having to come to the school during the day. There will be a box outside the main entrance to drop forgotten lunches, etc into, these should be clearly labelled with the child's name.

Please make sure your child can open and close their lunch boxes and drink bottles and that they can peel fruit, etc in lunch boxes. All leftover food, fruit peel, etc will be sent home.

Children will not be allowed to share their lunch, they will eat it at their desk. Healthy Eating Policy applies as normal.

Books, Copies, Pencils, etc

Children will use their own books, pens, pencils, twistables, etc. *The sharing of resources will not be allowed.* The school will provide a Zip Folder for all consumables. The children will put the contents of their pencil case into this on the first day, they will not bring this home at any stage. They can use their pencil case at home for pencils, pens, etc which they will need for homework. Please make sure that all stationery and consumables are clearly labelled. ***The children will be given a small whiteboard, scissors and paintbrush for their use during the year. These should be returned at the end of the year.***

Uniforms/Tracksuits/Coats

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families. The schedule for uniforms/tracksuits is as follows:

- School Uniform: Monday, Wednesday, Friday
- School Tracksuit: Tuesday, Thursday

We ask that younger pupils and pupils who can't tie shoelaces wear Velcro shoes.

Children should bring a jacket to school every day, this will be stored in their school bag.

Coat racks will not be in use.

As a school, we strongly advise that children should wear their school uniform or tracksuit only for school-related activities. Uniforms or tracksuits should be taken off straight away after the child arrives home from school for the day. They should not be worn in after-school facilities, etc. or during after-school activities.

Office

Parents/guardians are encouraged in helping to keep staff safe by arranging for bank transfer of school book rental and other charges.

Children will not be permitted in the office area, except in exceptional circumstances and under the supervision of an adult.

Photocopying

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

ICTs

Laptops will be cleaned/wiped down by the teacher after use.

Substitute Teachers and SNAs

A copy of the Covid 19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

Physical Education and P.E. Equipment

Physical Education classes will take place outside when the weather allows. Use of equipment will be confined to the sets which have been allocated to each classroom, markers and cones. Any equipment used will be wiped down and sanitised after use by the class teacher.

Parent/Teacher Meetings

Parent/Teacher meetings will take place over the phone. We will review this arrangement at a later date.

Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2 metres cannot be maintained in staff groups, face coverings should be worn.

Meetings will be held remotely or in large spaces to facilitate physical distancing.

Staff members should use their own cups, bottles, cutlery, etc. in school and avoid sharing utensils in the staffroom as far as possible. Each staff member will store their utensils in a box, clearly labelled with their name on it.

Teaching and Learning

Each child will be in a different place in relation to his/her own learning, and we wish to assure you that staff will, as always, take this into consideration when planning for Teaching and Learning during the 2021/2022 school year,

The Department of Education and Skills has published Curriculum guidelines for us, and we ask that you trust our experience and professional expertise as we work with all the children during the return to school.

Supporting the Learning of a Child who Cannot Attend School

If a child is unable to attend school for an extended period of time, the class teacher (and/or Special Education Teacher, where relevant), will provide work to support the child's learning at home and this will be shared with parents/guardians.

Please ensure that the school has an up-to-date email address for you at all times. This is especially important if the school, or parts of the school, have to close on HSE advice.

Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

A sense of safety

A sense of calm

A sense of belonging and connectedness to school

A sense of self-efficacy and school-community-efficacy

A sense of hope

Our usual practice is to provide support to pupils based on what is known as the continuum of Support. This is a tiered system what provides whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

The Use of Personal Protective Equipment (PPE)

Staff members are generally not required to wear PPE. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Where a suspected case of COVID-10 is identified while the school is in operation.
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.
- Assisting with intimate care needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks/Facecoverings

The children are not required to wear masks or face coverings. All staff will wear facemasks. Disposable masks will be provided to staff members who wish to wear them.

Gloves

There is no need for children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

Sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom, outside each classroom door and around the school.

Tissues to be sent with children every day, also supply in classrooms.

Warm water and soap is available in all the toilet areas, classrooms, staff bathroom and staffroom.

Paper towel dispensers have been installed in all classrooms and the staffroom.

Parents are asked to send a small clean towel/facecloth to school with the children each day.

These should be changed every day.

Hand hygiene will be promoted, encouraged and time-tabled throughout the day, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focussed on frequently touched surfaces – door handles, handrails, chair/arm rests, communal eating areas, sink and toilet facilities.

Photocopier, computer, remote controls will be cleaned immediately after use.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work areas. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices, classrooms and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Illness and dealing with a suspected case of Covid-19

We love to see all our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any COVID-19 symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

A designated isolation area has been created in the Resource room.

If a staff member/pupil displays symptoms of Covid-19 while at school, the following are the procedures will be implemented:

- Parents/guardians will be contacted immediately. To help us in this regard, parents/guardians are asked to make sure that their contact details are kept up to date at all times.
- The child will be accompanied to the designated isolation area. A staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a

distance of at least 2 metres from the symptomatic child at all times. The staff member will wear appropriate PPE.

- Staff members who are symptomatic should immediately inform the Principal and go the isolation area.
- A mask will be provided for the staff member/child presenting with symptoms.
- The staff member or child who is symptomatic should avoid touching people, surfaces and objects.
- If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible. They will be advised to inform their GP by phone of their symptoms. Public transport of any kind should not be used to travel home.
- If a staff member/child are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the staff member/sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

NB - Children who should not attend school

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who display any of the following symptoms:
 - ✓ High temperature – 38 degrees Celsius or above
 - ✓ A new cough – this can be any kind of cough, not just dry.
 - ✓ Shortness of breath or breathing difficulties
 - ✓ Loss or change in your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.
 - ✓ Fatigue
 - ✓ Aches and pains
 - ✓ Other uncommon symptoms of the coronavirus include
 - ✓ Sore throat
 - ✓ Headaches
 - ✓ Feeling sick or vomiting
 - ✓ Diarrhoea

Teacher/SNA Absence and Substitution

In the event that teacher is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, the Special Education Teacher may be asked to cover the class. In exceptional circumstances, it may not be possible for the class to attend school on that day. If that is the case, as much notice as possible will be given to parents.

Employee Assistance and Wellbeing Programme

Support for school staff wellbeing will be provided by the Department Support Services including PDST and CSL, as well as by the HSE's health Promotion Team.

An Occupational health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service (EAS) and the Occupational Health Service. The EAS is provided by Spectrum Life under the logo of "Wellbeing Together: Folláinne Le Chéile".

A free phone confidential helpline 1 800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.